

CITIZEN CORPS COUNCIL  
Executive Board  
MEETING MINUTES

November 19, 2010

Attendance:

Bill Barron -  
Marty Sullivan -  
Phil Armiger -

Sun City CERT  
Strawberry Ridge CERT  
Temple Terrace Fire Rescue

Guest: Bobby Godbey  
Sheri Taylor  
Linda Mandell -

Hillsborough Fire Rescue  
United Way of Tampa Bay, Inc.,  
Hillsborough County Hazard/Mitigation

I. Call to Order

1315 hours - Bill Barron called the meeting to order.

II. Minutes

The September 8 meeting minutes were reviewed. Marty Sullivan amended the minutes to reflect a change in the costs for ARC training to \$796 and motioned to approve as amended, Bill Barron seconded. Minutes were approved.

III. Treasurer's Report

Linda Mandell provided a report on the 2010 grant and detailed the \$1753.66 surplus (see [attached](#) budget). Bill motioned to proceed with the "giveaways" order, Sheri seconded. Bill motioned to order revised CERT brochures and allocate the balance of the remaining budget to CERT manuals. Ms. Mandell indicated research needed to be completed to see if the state would allow the purchase of manuals. The motioned passed pending approval by the state. Ms. Mandell also announced the Rack Cards and pens had finally been located.

Ms. Mandell reported the scoring of the 2011 was incorrect as points had been deducted for having an open grant. This was due to delay in the state issuing the final payments and not the Council's failure to submit a close-out report. As such, Linda will be pursuing a correction. While 2011 grants have been approved, awards amounts have yet to be posted.

Mr. Barron then lead the discussion on HSEEP and allowable training and exercise policies. Under the current requirements, training must meet a gap as identified by UASI and included in the UASI plan, must be NIMS compliant, must be included in the National Exercise Schedule, must have an evaluative After Action written report of event within 60 days, must be included as part of an annual training and exercise workshop; Plans must be updated every three years, etc. The National Event Schedule has FEMA approved canned courses that must also meet other criteria such as BNICE, which none of us provide. Bill suggested that we just focus on increasing membership numbers and find training sponsors as opposed to jumping through all the hoops to meet UASI regs. He felt it wasn't worth it.

UASI Report

Phil provided an update on the UASI gap assessment and gave the following scores for each mission area:

Planning	1
Communications	1
Community Preparedness and Participation	2

EOC Support	3
Volunteer and Donations Management	2
Medical Surge	2
Emergency Triage and Pre-Hospital Treatment	1
Mass Care	2
Fire Incident Response Support	1
Emergency Public Safety and Security Response	1
Economic and Community Recovery	1

#### IV. CERT Sponsorship

Mr Barron brought up the issue of CERT sponsorship and asked Bobby Godbey to make one last request of the Chief for a determination on the current sponsorship. Hillsborough County is not actively pursuing CERT grant opportunities, new recruits or trainings and the Council believes a final determination for committed sponsorship should be made and another sponsor identified if needed. Mr. Godbey agreed.

#### V. Elections

Ms. Mandell reviewed the slate of officer nominations (see attached). Marty Sullivan requested his name be removed from the nominations list.

#### VI. Standard Operating Procedures

Ms. Taylor reviewed the draft of standard operating procedures to be used as a tool for further procedure development. Mr. Barron questioned the inclusion of an activation procedure. Ms. Taylor raised the ongoing issue of CERT activation and the reporting of hours citing the lack of a liaison during EOC activation and felt it should remain in the draft. Ms. Mandell agreed. She also agreed to work on the financial portion of the draft.

#### VII. Member Participation Requirements

Ms. Mandell and Ms. Taylor felt members receiving funds should be required to attend meetings. Current bylaws read 50% is already required but is not being adhered to. After discussion, it was agreed to table this for a later meeting. Phil suggested a questionnaire be created to capture info on participants and what they would glean from participating in members. This would help us sustain visiting members. Ms. Taylor agreed to create a draft for approval.

#### VIII. Adjournment

With no further business, Mr. Sullivan motioned to adjourn, Mr. Barron seconded and called for adjournment at 1515 hours. Next meeting will be 1/12/11, 1:30 at the EOC.